

MADERA COUNTY

HEATING AND AIR CONDITIONING MAINTENANCE SPECIALIST

DEFINITION

Under direction, to perform skilled maintenance and repair of heating, air conditioning, and ventilating equipment in County buildings and facilities; and to do related work as required.

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Performs a variety of maintenance and repair work on heating, air conditioning, and ventilating equipment in County buildings and facilities; replaces compressors, filter dryers, and related equipment; dismantles units, repairing and replacing parts as necessary; inspects and makes adjustments to boilers and automatic control systems; works on pumps, motors, couplings, relief valves, and safety valves; inspects, repairs, and cleans cooling towers; performs a variety of semiskilled and skilled maintenance and repair assignments as necessary; makes regular inspections to identify maintenance and repair requirements; performs preventive maintenance work; lays out work assignments, ensuring proper materials and supplies for required repairs; maintains proper work safety standards; completes and maintains a variety of records and reports.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles, methods, tools, and equipment used in heating, air conditioning, ventilating system maintenance and repair.

Operation and repair of automatic timing controls and other control systems used on heating, air conditioning, and ventilating equipment.

Boiler maintenance and upkeep.

Maintenance, installation, and repair of building equipment.

Occupational hazards and standard safety practices necessary in the area of work assigned.

Skill to:

Operate a motor vehicle safely.

Operate a variety of building trades tools and equipment.

Ability to:

Perform a wide range of skilled and semiskilled building trades work.
Perform specialized maintenance, repair, and upkeep on heating, air conditioning, and ventilating equipment.
Read and interpret plans, construction drawings, and blueprints.
Estimate necessary supplies and materials needed.
Perform inspections, identifying maintenance and repair needs.
Communicate clearly and concisely, both orally and in writing.
Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Three years of increasingly responsible skilled work experience in the maintenance, repair, and construction of buildings and related equipment and facilities, including at least one year in the skilled maintenance and repair of heating, air conditioning, and ventilating equipment.

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in the maintenance and repair of heating, air conditioning, and ventilation equipment.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb, and lift 50 lbs.; exposure to cold, heat, noise, outdoors, vibration, confining work space, chemicals, mechanical hazards, and electrical hazards; ability to travel to different sites and locations.

Effective Date: May, 1995